

STATE OF SOUTH CAROLINA
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OFFICE OF HUMAN RESOURCES

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SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Agency Directors and Human Resources Directors of all Agencies, Departments, Boards, Commissions, and Higher Education Institutions

FROM: Samuel L. Wilkins

DATE: October 3, 2003

SUBJECT: Reporting of Information as Required by the General Appropriations Act and S.C. Code of Laws

Because of the variety of information to be reported to the Office of Human Resources (OHR), we thought it would be helpful to provide you with the reporting requirements and time frames for information that agencies are required to report to OHR under the General Appropriations Act and the South Carolina Code of Laws. Many of the items below, which are organized by the chronological order in which they are required to be reported, may be reported to us electronically with the forms located at OHR's web site: <http://www.ohr.sc.gov/>.

Organizational Charts

Section 1-1-970 of the S.C. Code of Laws requires agencies to provide organizational charts to the OHR. We ask that you submit updated organizational charts for your agency on an annual basis at the beginning of the fiscal year. We also ask that you submit an updated copy of your organizational charts in the event of any changes in your agency's organizational structure. In addition, to assist in implementation of Provisos 57.1 and 72.93, we ask that your organizational charts clearly identify those employees who are exempt from the State Employee Grievance Procedure Act. (Please note that we have recently requested updated organizational charts for all agencies.) Organizational charts may be submitted to us electronically, as an e-mail attachment to Kris Mayer at KMayer@ohr.state.sc.us, or in hard copy.

Bonuses

Section 72.41 (Carry Forward) of the 2003-2004 Appropriations Act allows State agencies to provide one-time lump sum bonuses up to \$2,000 to employees. These bonuses must be based on objective guidelines established by the Budget and Control Board. Bonuses must be reported

for the preceding fiscal year by **July 31** of each year. The form or spreadsheet for submitting bonuses is located at <http://www.state.sc.us/ohr/hrforms/hrrelatedforms.html>. The Bonus Reporting spreadsheet may be used for circumstances where a number of bonuses are being awarded to employees in your agency. Please submit the Employee Bonus Form (for individuals) or Bonus Reporting spreadsheet (for groups of employees) for all bonuses awarded to Kris Mayer at KMayer@ohr.state.sc.us.

Monetary Awards

Section 72.28 (Allowance for Residences and Compensation Restrictions) of the 2003-2004 Appropriations Act allows State agencies to spend public funds and/or other funds for designated employee award programs with written criteria approved by the agency, governing board, or commission. State employees receiving monetary awards and the amounts of the award should be submitted to Kris Mayer at OHR for the preceding fiscal year by **July 31** of each year.

Voluntary Separation Incentive Program (VSP)

Section 72.63 (Voluntary Separation Incentive Program) of the 2003-2004 Appropriations Act allows agencies to implement a program to provide an incentive payment to employees who voluntarily separate from State employment. While information for the preceding fiscal year pertaining to the Voluntary Separation Incentive Program must be reported by **August 15** of the current fiscal year, we are requesting that agencies report this information on a regular basis immediately following the implementation of the plan within the agency. The forms for submitting VSP information are located at http://www.state.sc.us/ohr/rip_vsp/vspmenu.htm.

Retirement Incentive Program (RIP)

S.C. Code of Laws § 9-1-1140 (H) and § 9-11-50 (H) allow State agencies to purchase service credit on behalf of employees to provide an incentive for employees to retire under the South Carolina Retirement Systems (SCRS) or the Police Officers Retirement Systems (PORS). Agencies' retirement incentive plans must be approved by the Office of Human Resources prior to implementation. We are requesting agencies to report the results of their retirement incentive plans to OHR following the effective date for implementation of the plan within the agency. The forms for submitting RIP information are located at http://www.state.sc.us/ohr/rip_vsp/ripmenu.htm.

Salary Supplements

Section 63.16 of the 2003-2004 Appropriations Act (Compensation-Reporting of Supplemental Salaries) requires that agencies report to OHR information on all salary supplements paid to employees during the preceding fiscal year on or before **August 31** of each year. Agencies may also report this information at any time throughout the year. Salary supplements include any compensation, excluding travel reimbursement, from an affiliated public charity, foundation, clinical faculty practice plan, or other public source or any supplement from a private source. The report must include the amount, source, and any condition of the supplement. The forms for reporting salary supplements (for individuals) or the Salary Supplement Reporting spreadsheet (for groups of employees) are located at <http://www.state.sc.us/ohr/hrforms/supplementsapprovalform.doc>.

Reporting information on the above programs (Bonuses, Monetary Awards, Voluntary Separation Programs, Retirement Incentive Programs, and Salary Supplements) may be accomplished by selecting the appropriate form on the web site, saving the form to your computer, supplying the required information, and sending it as an e-mail attachment to Kris Mayer at KMayer@ohr.state.sc.us.

Furlough

Voluntary - Section 72.66 of the 2003-2004 Appropriations Act allows agencies to implement a voluntary employee furlough program of not more than ninety days per fiscal year in a fiscal year in which the general funds appropriated for a state agency are less than the general funds appropriated for that agency in the preceding fiscal year or whenever the General Assembly or the Budget and Control Board implements a midyear across-the-board budget reduction.

Agencies must report information concerning the furloughs to OHR prior to **September 1st** of the following fiscal year. The voluntary furlough reporting form is located at <http://ohrweb.ohr.state.sc.us/OHR/voluntary.htm>.

Mandatory - Section 63.36 of the 2003-2004 Appropriations Act allows agencies to implement a mandatory employee furlough program of up to ten working days in a fiscal year in which the general funds appropriated for a state agency, institution, or department are less than the general funds appropriated for the state agency, institution or department in the preceding fiscal year, or whenever the General Assembly or Budget and Control Board implements an across the board budget reduction. The furlough must be inclusive of all employees in an agency or within a designated department or program regardless of source of funds or place of work. Agencies must report information concerning the furloughs to OHR as the furloughs are implemented. The mandatory furlough reporting form is located at <http://ohrweb.ohr.state.sc.us/OHR/furlough.htm>.

Fair Market Rental Value of Residences

Section 72.28 of the 2003-2004 Appropriations Act (Allowance for Residences and Compensation Restrictions) requires that agencies report the fair market rental value of any residence furnished to a State employee, excluding elected officials, to the Agency Head Salary Commission and the Division of Budget and Analyses by **October 1** of each fiscal year. OHR continues to coordinate the reporting of information regarding the fair market value of residences, and we request that agencies notify us by way of the form located at <http://ohrweb.ohr.state.sc.us/OHR/residence.htm>.

Leave Transfer Pool Program

S.C. Code of Laws § 8-11-770 and State Human Resources Regulations 19-711.02 require the employing agency to maintain records on the Leave Transfer Program, such as sick and annual leave donated and used by recipients by total hours and cost. Agencies must submit information regarding the Leave Transfer Pool Program to OHR for the preceding calendar year by **March 1** of each year, and we request that agencies notify us through the on-line form located at <http://ohrweb.ohr.state.sc.us/OHR/leave.htm>.

Reporting information on the above programs (Furlough, Fair Market Rental Value of Residences, and Leave Transfer Pool Program) may be accomplished by completing the information on the on-line form and clicking the “Submit” button at the bottom of the form, which will submit the information directly to OHR. Prior to submitting your information, you can also print a copy of the form for your records.

If you have not already reported information as requested above, please submit the information as soon as possible with the fiscal year clearly marked. If you have already reported all required information to the Office of Human Resources, thank you for your assistance. If any of the information is reported to us electronically, a hard copy of the same information does not need to be mailed to OHR. We are continuing to examine ways to better use technology and to make reporting of information as easy as possible. If you have any questions or ideas on streamlining the process, please call your HR Consultant at 803-737-0900.

SW:CB